



Western New York Library Resources Council

Board of Trustees

MINUTES/DISCUSSION RECORD

**ATTENDING
 BY ZOOM:**

Jan Dekoff (Chautauqua Cattaraugus Library System), Kristine Kasbohm (Canisius College), Timothy Binga (Center for Inquiry Library), Kathy Leacock (Buffalo Museum of Science), Justin Cronise (SUNY Erie), Dennis Galucki (Founder and Director, Center for the Study of Art, Architecture, History and Nature), Donna Berryman (UB/HSL), Deborah Chiarella (UB), Dr. Cece Fuoco (CA BOCES SLS), Paul Cieslik (Lipsitz, Green et. al), Dan Albertson (UB-LIS), Jeannine Doyle (BECPL) Alicia Thompson (Erie 1 BOCES SLS), Lisa Erickson (Nioga Library System),

Sheryl Knab (Executive Director-WNYLRC)

EXCUSED:

Lindsay Delaney (Orleans Niagara BOCES SLS), Debbie Porter (Accounting Mgr-WNYLRC)

ABSENT:

GUESTS:

Nancy Kirkpatrick, Pamela Jones, Heidi Ziemer, Debra Porter

DATE:

Wednesday, January 20, 2021 2:00 pm

LOCATION:

Zoom Meeting

RECORDED BY:

Ashley Pietrzykowski (Office Coordinator-WNYLRC)

MINUTES/DISCUSSION RECORD

TOPIC	DISCUSSION/ CONCLUSIONS	RECOMMENDATIONS/ACTION/ EVALUATION/FOLLOW-UP	RESPONSIBILITY & TARGET DATE
1. Call to Order	Kristine Kasbohm called the meeting to order at 2:01pm		
2. Strategic Planning Process – Pamela Jones and Nancy Kirkpatrick	<p>Pam and Nancy reviewed the Strategic Planning Process. Challenging, due to Covid restrictions, but fruitful.</p> <p>Sheryl's been adding input to make sure all the Plan of Service items are accounted for.</p> <p>Using a variety of virtual meetings and events, 5 strategic principles were codified with the objective of</p>	<p>Additions to help incorporate operational plan information into strategic plan</p> <p>Positive comments on process and output</p>	Done



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	<p>being actionable, achievable, and workable.</p> <p>A new interest group was also formed as a result of the Strategic Planning Process: “Equity, Diversity, Inclusion, and Anti-racism”</p>	<p>Suggestion that this group might become a standing committee</p>	
<p>3. Telehealth Literacy Proposal – Heidi Ziemer and Olivia Helfer</p>	<p>Proposal stemmed from work done previously through National Network of Libraries of Medicine grant so librarians could help patrons find health related information.</p> <p>Research and connections with Digital Equity and Inclusion work found a big correlation between lack of internet access as a social determinant of health and poor health quality.</p> <p>Proposal to create telehealth stations within or adjacent to libraries. Library workers would be trained to assist the patrons with the health portals and the internet and meeting connections.</p> <p>“Whisper rooms” would offer a secure, internet connected area where they could meet with health professionals virtually. They could be used not just for telehealth but also for online job interviews, student/teacher meetings, etc. This would help bridge the technology gap in underserved areas.</p>	<p>Timeframe to be worked out after NMLM reorganization is complete.</p> <p>Proposal is for proof of concept and will done at one urban and one rural library initially.</p> <p>Requirements: space, staff, technology, furniture, training.</p> <p>Technology and furniture would be property of participating sites.</p>	<p>Completed</p>
<p>4. Approval- November 2020 Meeting Minutes</p>	<p>Kristine Kasbohm asked for a motion to approve the November 17, 2020 meeting minutes.</p>	<p>CeCe Fuoco made a motion to approve the November 17, 2020 meeting minutes, seconded by Deborah Chiarella. Motion passed unanimously.</p>	<p>Completed</p>
<p>5. Accounting Mgr/Treasurer’s Report</p>	<p>Jan Dekoff gave the Treasurer’s Report. Looking at midyear mark, waiting on a handful of membership dues to come, just a little under where we should be but no cause for concern. Have received 93% of state and internal funding. Internal funding received is about 50%. Ask the</p>		



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	<p>Lawyer will go over budget due to heavy use. NYS Retirement bill was paid. We're on target with 49% of expenditures for year. RBDB budget also on target at 51%. HLSP and MSP received all their funding. 85% expenditures for MSP with 66% participation fees and 64% state aid gives a total of 67% of expenditures.</p> <p>Technical amendments were presented by the New York State regents.</p>	<p>Budget will be adjusted and Ask the Lawyer overages will be satisfied with items from budget that weren't used due to Covid restrictions.</p> <p>Other unused budget items will be reallocated to mini action grants of \$750 - \$1,000 each towards arrangement descriptions for collections, finding aids, or a camera kit for ESIE.</p> <p>Technical amendments include a proposal to combine general fund and RBDB budgets.</p>	
<p>6. New Business</p> <p>a.) 2021-2026 Strategic Plan</p> <p>b.) Telehealth Literacy Proposal</p>	<p>Kristine Kasbohm asked for a motion to approve 2021-2026 Strategic Plan.</p> <p>Kristine Kasbohm asked for a motion to approve Telehealth Literacy Proposal.</p>	<p>Discussion agreed process was thorough, inclusive, and great process.</p> <p>Sheryl struggled with some of the outdated items in sections 4.2, 4.3, 4.4, and 4.6 as they are required but outdated technology and processes.</p> <p>Jeannine Doyle made a motion to approve 2021-2026 Strategic Plan, seconded by Alicia Thompson. Motion passed unanimously.</p> <p>Jeannine Doyle made a motion to approve Telehealth Literacy Proposal, seconded by Alicia Thompson. Motion passed unanimously.</p> <p>Discussion on where money for proposal comes from. For now, motion would be for it to come from the fund balance but Debbie might have another suggestion</p>	<p>Completed</p> <p>Completed</p>



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<p>c.) Anticipated and Recurring Agenda Items – Sheryl Knab</p> <p>d.) Board Committees – Sheryl Knab</p>	<p>Kristine Kasbohm asked for a motion to approve amended Telehealth Literacy Proposal.</p>	<p>once project is ready to be funded.</p> <p>Oliva and Heidi will be encouraged to look for additional grant funds as project rolls out. Proof of concept will help determine return on investment factors and sustaining funds required</p> <p>Original motion was amended to include “with expenditure from the fund balance, up to \$25,000”</p> <p>Note to ask Debbie to include fund balance to budget reports going forward</p> <p>Jeannine Doyle made a motion to approve amended Telehealth Literacy Proposal, seconded by Alicia Thompson. Motion passed unanimously.</p> <p>Sheryl reviewed yearly calendar events.</p> <p>Board committees change this year based on current roles: Cece Fuoco is VP Justin Cronise is immediate past President Lisa Erickson is Secretary Jan Dekoff is Treasurer Kristine Kasbohm is President</p> <p>Business and Finance Committee – Timothy Binga stepping down</p> <p>Nominating Committee – stays same</p>	<p>Completed</p>
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<p>e.) Conflict of Interest statements</p> <p>f.) Bylaws discussion – need for changes?</p> <p>g.) Dues Schedule update</p> <p>h.) Advocacy</p>	<p>Conflict of interest statements are an annual requirement</p> <p>Annual Bylaws review is required.</p>	<p>Personnel Committee – Kathy Leacock and Justin Cronise added – Lindsay Delaney and Charles Lyons will be removed</p> <p>Strategic Planning and Marketing Committee – stays same</p> <p>Please complete and return ASAP</p> <p>Please review changes and get familiar with them.</p> <p>Executive Committee should review and determine if additional changes should be made.</p> <p>Question about Section 4 (Board of Trustee officers), letter F (Commissioner’s Regulations) for 90.5. Sheryl will make sure updated document is on board page and sent to members.</p> <p>Additional discussion will be done via Google docs.</p> <p>Preliminary proposal - dues raised 5% every 3 years, vote is 18 months before increase so member library budgets can be adjusted.</p> <p>Another call was requested to review analysis on WNYLRC membership services and how those relate to dues structures. Need to show members the value of their dues.</p> <p>Advocacy schedule is on website – would like Board members to participate in sessions if possible, even if only for your district.</p>	<p>Sheryl</p>
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<p>i.) Telecommuting Policy</p>	<p>Kristine Kasbohm asked for a motion to approve Telecommuting Policy.</p>	<p>Trying to get 20% reduction from last year restored – hoping Governor’s proposed budget with focus on broadband and telemedicine can help with that conversation.</p> <p>Policy should link to our reasonable accommodations policy as it references that.</p> <p>.</p> <p>Justin Cronise made a motion to approve Telecommuting Policy, seconded by Deborah Chiarella. Motion passed unanimously.</p>	<p>Sheryl will share reasonable accommodations policy with Board</p>
<p>7. Executive Director’s Report – Sheryl Knab</p>	<p>Staff reviewed their work separately in previous meeting.</p> <p>“Ask the Lawyer” numbers were updated last week. Halfway through fiscal year and more than halfway to numbers of last year. Report shows our membership uses the service the most.</p> <p>Ask the HR Expert will be separated from Ask the Lawyer so statistics will reflect both going forward.</p> <p>Staff still working remotely and attending meetings</p>		
<p>8.) Old Business</p> <p>a.) Replacing School Library System Representative</p>		<p>Justin knows Jeremy & has been trying to get him involved.</p> <p>Welcome email to be sent to Jeremy</p>	



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<p>b. Sheryl's review – Executive Session</p>	<p>Kristine Kasbohm asked for a motion to approve Jeremy Lyman as School Library System Rep.</p> <p>Executive Session convened at 3:45 PM ET.</p>	<p>Timothy Binga made a motion to approve Telecommuting Policy, seconded by Jeannine Doyle. Motion passed unanimously.</p>	
<p>7. Other Business</p>	<p>No Other Business discussed in general meeting as Executive Session ended meeting.</p>		
<p>11. Announcements</p>	<p>No announcements as Executive Session ended meeting</p>		
<p>9. Adjournment</p>	<p>All business was concluded and Kristine Kasbohm adjourned the Board Meeting.</p> <p>The Board Meeting was adjourned at XX PM</p>		